

# Durham Parks and Recreation

## 2016 Summer Camp

### Parent Handbook

The Fun Begins June 13 - August 12, 2016



City Of Durham Parks and Recreation

Physical Address:

400 Cleveland St.

Durham, NC 27701

Mailing Address:

101 City Hall Plaza

Durham, NC 27701

919-560-4355

[www.dprplaymore.org](http://www.dprplaymore.org)



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## **DISCLAIMER**

The Management of Parks and Recreation reserves the right to change or modify any policy, procedure, or practice contained in this document.



**CITY OF DURHAM**

*Durham Parks and Recreation*

101 CITY HALL PLAZA | DURHAM, NC 27701

Physical Address: 400 CLEVELAND STREET | DURHAM NC 27701

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[www.dprplaymore.org](http://www.dprplaymore.org)



Dear Parents:

Thank you for selecting Durham Parks and Recreation for your summer camp needs. We appreciate your trust and confidence in DPR to provide a safe and exciting recreational experience for your most precious resource - your child.

We pride ourselves on offering a fun, quality and diverse summer camp experience. Your child will have the opportunity to participate in outdoor recreation, field trips, and educational enrichment activities, just to name a few. Our hope is that your child will create new friendships and will build memories that will last a life-time.

Please review the parent handbook thoroughly and let us know if you have any questions. Together we will insure that your child has a safe and fun summer camp experience with DPR!

Thank you very much for Playing More with DPR.

Sincerely,

Rhonda B. Parker,  
Director

# DPR SUMMER CAMPS

## Traditional Summer Youth Camps (Ages 5 – 12)

Community Family Life & Recreation Center at Lyon Park 1309 Halley Street	919-560-4288
East Durham Recreation Center 2615 Harvard Avenue	919-560-4278
Edison Johnson Recreation Center 500 W. Murray Avenue	919-560-4270
Holton Career and Resource Center (*Ages 6 – 12) 401 N. Driver Street	919-354-2750
I.R. Holmes, Sr. Recreation Center at Campus Hills 2000 South Alston Ave.	919-560-4444
W.D. Hill Recreation Center 1308 Fayetteville Street	919-560-4292
Walltown Park Recreation Center 1308 W. Club Blvd.	919-560-4296
Weaver Street Recreation Center 3000 E. Weaver Street	919-560-4294
W.I. Patterson Recreation Center 2614 Crest St.	919-560-4560

## Traditional Teen Camps (Ages 13 – 17)

Holton Career and Resource Center 401 N. Driver Street	919-354-2750
Forest Hills Neighborhood Clubhouse 1639 University Drive	919-560-4355
Walltown Park Recreation Center 1308 W. Club Blvd.	919-560-4296

### **Specialized Camps (Ages 6-21)**

**Refer to DPR 2016 Summer Camp Brochure for dates of operation**

Eno Discovery (Ages 6-12)

West Point of the Eno

5101 N. Roxboro Road

919-471-1623

Adventure Camp (Ages 9-13)

Lake Michie Recreation Area

2235 Bahama Road

919-560-4405

Camp Journey (Ages 6 – 12)

Community Family Life & Recreation Center at Lyon Park

1309 Halley Steet

919-560-4288

Camp Explore (Ages 13 - 21)

Holton Career and Resource Center

401 N. Driver Street

919-354-2750

Volunteers In Training Camp (Ages 13-15)

DPR Administrative Office

400 Cleveland Street

919-560-4355

# Fees, Refunds, Discounts and Payment schedules

## What is a Play More Card?

Durham Parks and Recreation has an exciting benefits program for our program participants! Participants may purchase a “DPR Play More Card” which will give a discounted rate on all programs in addition to other benefits listed in our PlayMore Brochure and website ([www.DPRPlayMore.org](http://www.DPRPlayMore.org)). The card is renewable annually.

## Fees and Fee Structure guide:

CR = City Resident; PC = Play More Card; NCR = Non-City Resident; NPC = Non-Play More Card

Camp Fees are per week unless otherwise noted:

CR PC \$118.50; CR NPC \$132; NCR PC \$141.50; NCR NPC \$157. Payment for the first week of camp is due at registration. In addition to the registration fees for the first week, a 10% deposit of the total fees per child for each additional week requested is required at the time of registration.

## Adventure Camp (1 week camp):

CR PC \$148.50; CR NPC \$165; NCR PC \$171; NCR NPC \$190. The full payment for camp is due at registration.

## Refund Policy

Clients will be entitled to a refund per the following:

- 100% refund or credit of camp fee if summer camp week is canceled at any time by the City of Durham.
- 100% refund of camp fee if participant is withdrawn on or before May 31.
- 90% refund of camp fee if participant is withdrawn on or after June 1 and with 14 days or more in advance of the start date of a week of camp. 10% of the camp deposit will be retained.
- No refund will be issued if participant is withdrawn less than 14 days prior to the start of a week of camp.

- Refunds for medical reasons requested prior to the start date of a week of camp may be issued up to 100% subject to verification.
- Deposit payments for camp weeks are non-transferable and non-refundable after **May 31, 2016.** Therefore, if a participant withdraws from the program after this date, the deposit for the week(s) withdrawn will not be refunded.
- No refund will be issued for Non-attendance or participation in summer camp.

### **Sliding Fee Scale Discount Program**

The sliding fee scale program is a discount program available for those families that may need financial assistance. Reduced fees approved under this program may only be applied to Summer Camp, Nature Camps, After School, Intersession and Fun Day programming. Approvals are valid for one year, may be appealed at anytime, and must be renewed each year.

### **How to Apply:**

You may pick up an application and information regarding the sliding fee scale program at any DPR facility, Administrative office or online at [www.DPRPlaymore.org](http://www.DPRPlaymore.org).

\* NOTE: The Sliding Fee Scale program is *not* applicable to the Adventure Camp.

For more details call 919-560-4355

### **Multi-child Discount**

For families that do not qualify for reduced fees under our sliding fee scale for childcare programs, and have multiple children to register, the following discount may apply: Discounted rates apply only to program base fee. Non-residents must still pay the entire amount of the separate “non-city resident fee”. Each additional child, registration fee will be at a 90% which is a 10% discount. Please note that the 1st child registration fee must total 100% of the camp cost.

# General Camp Information

## Camp Payment Schedule

The balance of the weekly registration fees will be due on the Friday, 10 days prior to each camp week. Payment for the first week of camp is due at the time of registration. In addition to the registration fees for the first week, a 10% deposit of the total fees per child for each additional week requested is also required at the time of registration. Failure to pay balances due as per the payment schedule above will result in the withdrawal of your child from that week of camp and loss of your deposit and camp space.

### Payment Due Date

### Camp Week:

At time of Registration	June 13- 17 (week 1)
June 10	June 20-24 (week 2)
June 17	June 27-July 1 (week 3)
June 24	July 5-July 8 (week 4)
July 1	July 11-July 15 (week 5)
July 8	July 18- July 22 (week 6)
July 15	July 25- July 29 (week 7)
July 22	August 1-5 (week 8)
July 29	August 8-12 (week 9)

## Summer Camp Hours

Summer Day Camp runs **June 13- August 12, 2016** (except where noted). Camp hours are **7:30 a.m. - 6:00 p.m., Monday – Friday** (except where noted). Children may NOT be dropped off before camp begins. Supervision will NOT be available prior to the start of the camp day or after closing hours.

**PLEASE NOTE: THE CITY OF DURHAM WILL OBSERVE THE INDEPENDENCE DAY HOLIDAY ON MONDAY, JULY 4, 2016. ALL SUMMER CAMP PROGRAMS WILL BE CLOSED.**

## Summer Camp Documents

Child's age must be verified at time of registration with a birth certificate or government issued I.D., to enroll. If you do not have this documentation with you, you have until May 31, 2016 to bring the appropriate identification to the location where you are registering. If verification is not received by DPR as of the close of business on May 31, 2016 your camp slot will be forfeited, and your child will be withdrawn. Durham Parks and Recreation will retain the 10% deposit made at the time of registration and will credit any remaining balance

to your account. If you register for summer camp after May 31, 2016, documents ***must*** be provided upon registration to enroll.

### **Inclusion**

All DPR summer day camp programs provide inclusion support for children with disabilities. In addition to offering this support during our general public camp programs, we also offer several specialty camp options for children with disabilities. Campers needing significant assistance with personal care, behavior management or support to participate in activities, constant eyes on supervision and/or hands on support for more than 30% of the time; i.e. direct support to participate in activities or communicate needs and wishes may be required to bring a care provider (at no expense to DPR) to assist them. DPR will assess participant's abilities and notify the parents/guardians if we feel 1:1 support is needed. For more information please call Abby Brown at 919-560-4355 ext. 27322.

Accommodations available include, but are not limited to:

- Modify or adapt activities in a way that does not fundamentally alter the purpose of the activity.
- Provide accessible transportation within a program and/or adaptive equipment upon request (when available).
- Arrange for the participant and parents/guardians to meet staff prior to the program.
- Meet with the parents/guardians to seek instructions and strategies to meet needs and promote success for the child/teen.
- Parent/ guardians will provide information that will help DPR staff serve the participant fully. There are several ways to do this:
  - Provide adapted supplies and equipment that are specific to the participant needs and may not be available to DPR.
  - Register and provide the information needed at two weeks prior to program start in order to allow sufficient time for consultation between staff, assessment of the individual, level of supervision required and provision of staff support.

**If a 1:1 care provider is required the parents/guardians will be required to provide an approved that service (pending background check approval) in order for the participant to remain in the program.**

### **Arrival & Departure Procedures**

To ensure the safety of all our participants, children must be signed in and out of the DPR Summer Camp program every day. If you know that your child is going to be absent or late we ask that you communicate that with site supervisors.

### **Picking Up Camp Participant**

Parents/guardians or designated person picking up your child from camp must be at least 18 years old and **must bring photo identification** with them. You may pick up your child at any time during the day. All children must be picked up by the end of the camp day.

For safety reasons, we reserve the right to refuse to release your child to anyone that is not authorized by you.

On a limited basis, DPR Teen Camps will allow participants to self check-in and/or to self check-out from designated Care Programs with written permission from the parent/guardian. Completion of the Self Check-in/Check-out form is required for participation in this program. **DPR is not responsible for the participant prior to check-in and after check-out from the program.** (Please see site supervisor for more details)

### **Late Pick-Up Policy**

Pick-up after the designated time of the close of camp (see camp's operating schedule) will result in a late fee being charged for any camper that has not been picked up. The account will be charged \$20 per camper for every 15-minute interval (or fraction thereof) up to one hour (the Sliding Fee Scale does not apply to late fees). If the child still has not been picked up within an hour of the program's closing time camp staff will contact Child Protective Services. The camper will be released to them for safe keeping until the parent/guardian or emergency contact can be reached.

Late fees must be paid in full by the beginning of the next camp day or the camp slot may be forfeited and refunds will NOT be given. If a camper is not picked up on time on more than two (2) occasions, parents/guardians may be asked to forfeit their camp slot and all fees previously paid will be retained.

### **Attendance Requirements**

Many DPR camp sites have waiting lists therefore making it essential that camp staff be notified if your child will be unable to attend camp. Notification must be given on or before May 31, 2016 to receive a refund of any fees paid. It is important for parents/guardians to inform camp staff when a child will be absent, late, picked up early or picked up by someone other than the designated person.

### **"No Show Policy" for individuals participating in the Sliding Fee Scale Program:**

A "No Show" for summer camp is defined as a participant that has not arrived on-site for the program, without the parent /guardian giving prior notice to the camp staff. Prior notice must be given at least one business day prior to the start of the program day that will be missed. Failure to provide staff with notice may result in further actions.

# Important Information For Camp

## Breakfast & Lunch

The Durham Public Schools (DPS) summer food program will be offered during seven weeks of camp. Both breakfast and lunch will be provided during these weeks. This service is optional for parents. The camp staff will provide an afternoon snack.

During weeks that the DPS summer food program does **not** operate, you are required to send your child to camp with one morning snack, a lunch and a drink. The camp staff will continue to provide an afternoon snack. Breakfast will not be offered during these weeks.

Food sent to camp must not require refrigeration or use of a microwave or oven. **Please be sure to notify staff of any food sensitivities or allergies.**

## Dress Code and Personal Belongings

Children should dress in clothes that are not restrictive to their movements and can get dirty. When choosing clothing for your child each day, please remember that he/she will be active in both indoor and outdoor settings throughout the day. Comfortable clothing such as t-shirts, shorts, socks and tennis shoes should be worn.

Campers should not wear halter-tops, tube tops, skirts, sandals, or flip-flops. (Flip-flops may be worn while participating in water activities.)

It is advisable to have your child bring an extra set of clothes to camp. Cut-offs are not permitted for the pool but may be worn for other activities. Please be sure to write your child's name on all clothing, towels, lunch containers, and anything else that they may bring to camp. It is helpful to bring a bag to carry these items and to keep track of belongings.

**Please do not send money to camp with your child.** They will not be able to purchase items unless a parent or guardian is present.

Please do not allow your child to bring anything of value to camp. Durham Parks and Recreation is not responsible for any lost, left, damaged, or stolen items.

## Sun Screen & Insect Repellent

Campers will need to apply their own sunscreen and/or bug spray. Our staff will offer guidance, but will not physically apply them to your child. It is recommended that these items are applied to your child before camp arrival. All over the counter sun-screen and insect repellent requires a Self-Administration form.

## **Health & Medical Policy**

Parents are required to complete a **“School Age Care Information Sheet”** for their children. This informs staff of your child’s medical information, medical history, behavior issues, and any special assistance which may be needed.

It is the policy of the Durham Parks and Recreation Department to NOT administer any medications, vitamins or special diets (including “over-the-counter” substances) unless there is a prescription, or written instructions, from a licensed medical physician.

Only medications, vitamins, and/or special diets, which are medically necessary and cannot be scheduled outside the hours of the recreation program, will be administered during the program. We encourage all parents or guardians to administer medications, vitamins, or special diets to their children before or after participation in a Parks and Recreation program. We understand that this is not always possible. In these instances, we require the parent/guardian to complete either the:

- **“Medication Authorization Form for Self-Administration”** (allowing the child to give his/herself the medication, vitamin, or special diet) or the
- **“Medication Administration Services Form”** (for Staff administration of the medication, vitamin, or special diet or a declination of medication administration services).

Medications, vitamins, and special diets may NOT be brought on site until these forms have been completed and submitted to DPR staff.

Prescription medications must be in an original container, with a label indicating the child’s name, the name of the medication, dosage, time to be given, physician’s name, and administration instructions. Parents/guardians providing over-the-counter medications, vitamins or special diets must provide a signed doctor’s note with current instructions.

Additional information about the administration of medications, vitamins, and special diets can be found on the “Medication Authorization Form for Self-Administration” and the “Medication Authorization Form for Staff Administration”.

## **Illness**

A child with any of the signs of illness listed below will be immediately isolated from the other children. Camp staff will notify parent/guardian to pick up their camper and the participant must be picked up within 90 minutes of parent notification. Special circumstances/conditions may require a doctor’s note to return to camp, such as fever, lice, ringworm etc.

Children should not be sent to camp while experiencing the signs of illness listed below. Children should remain out of camp for 24 hours after the symptoms have stopped.

Listed below are examples of signs of illness that would result in parent notification:

- Fever 100 degrees or higher without reduction medication
- Unusual spots or rashes
- Sore throat or difficulty in swallowing
- Elevated temperature
- Vomiting
- Diarrhea
- Evidence of lice, ring worm, scabies or other parasitic infections

# Field Trips, Weather & Swimming

## Field Trips

This year we are excited to offer a variety of summer camp field trips. Unless otherwise stated in the camp literature, your child's camp will swim at least once per week. Many of our camps will participate in adventure and nature program outings (i.e. fishing, hiking, canoeing, etc.). Most will take trips to area points of interest and entertainment. The program supervisor at your site will provide a schedule of trips planned for your child. And the best news is – **DPR will provide all of this at no additional cost to you.** Please do not send your child(ren) with money on field trip days. Durham Parks and Recreation will provide everything your child will need to enjoy the scheduled trip.

Durham Parks and Recreation will transport participants offsite in vehicles provided by or contracted by the City of Durham. If a program participant arrives at the program after the scheduled departure for a field trip, it is the responsibility of the parent/guardian to either:

- 1 day prior to the field trip the parent/ guardian will need to put in writing on a "Field Trip drop off" form to the program supervisor that the participant will be dropped off at the field trip location. Parent will then need to sign in participant with the program supervisor before leaving the child on the trip.
- Transport the participant to the program site once the program returns from the field trip location and sign-in.

If the camp participant does not attend a field trip on the scheduled day, they will not be able to stay at the camp site until all staff and the participants have returned to the building. DPR does not provide staff to stay back onsite for participants that does not attend field trips.

Buses will leave the program location at the advertised scheduled time and will not be delayed to wait for participants to arrive to the program site. Participants cannot be left at the program location without program staff present. Refunds will not be awarded if participant misses a field trip.

The City of Durham Parks and Recreation does not accept responsibility for a program participant until they are signed in with program staff. If a parent/guardian needs to pick up a participant while on a field trip, it is the responsibility of the parent/guardian to pick up the participant at the field trip location. Confirmation of the early release is required prior to participant being released.

We will keep you informed of our plans and prior to each trip, you will be asked to sign a permission sheet, authorizing your child's participation.

***Please have your child wear his/her DPR camp shirt on field trip days.*** This way the children will be easily identifiable by the staff.

### **Weather Conditions and Emergencies:**

If there is inclement weather, all full-day camps will operate inside the recreation center. Field trips may be cancelled depending on the destination of the trip.

Should there be a situation which would necessitate the closing of the camp facility; camp staff will make contact with all parents/guardians or emergency contact designees.

Durham Parks and Recreation will move camp participants from a site location to another DPR if deemed necessary. Parent/ guardian will be contacted upon that decision

### **Swimming Regulations:**

Weather permitting most summer day camp participants will visit one of the city operated swimming facilities at least once a week. Camp staff will emphasize the following rules prior to each visit to the pool. We encourage parents/guardians to discuss water safety with your child.

#### ***City Pool Rules:***

- Only proper swimming attire will be allowed (no cut offs or street clothes will be allowed). Swimwear must fit properly and not be too revealing.
- No running on pool deck
- No floatation devices, fins, or snorkeling equipment is allowed (We will provide your child with a Coast Guard approved personal floatation device if requested)
- No food, drinks, or gum allowed in pool area
- Persons with open wounds, sores, or skin infections are not permitted in pool
- Inappropriate behavior and horseplay will not be tolerated
- All campers will be required to successfully pass a deep-end swim test prior to going to the deep end. Campers will take the test each visit to the pool.

All swimmers must follow instructions given by Lifeguards and pool staff. Failure to follow all pool rules may result in the child having to sit out for the remainder of the pool visit, and possible loss of future swimming privileges

### **Swimming with DPR Summer Camps**

DPR staff will conduct swim tests for all program participants and issue lifejackets to non-swimmers. To swim without a lifejacket, a swimmer must be able to swim one length of the pool (approximately 25 yards or 75 feet) on their front and tread water for 30 seconds. All non-swimmers will be required to wear lifejackets.

Parent/guardian can request that staff not allow the participant to participate in the swim test and automatically place the participant in a lifejacket. Staff reserves the right to place a participant in a life jacket in the interest of a participant's safety. All participants, regardless of swimming ability, will wear lifejackets when participating in water activities including swimming in lakes, rivers, or the ocean.

# Camp Responsibilities

## **Staff Responsibilities**

1. Provide a safe, clean and healthy environment in which campers can have fun.
2. Promote a positive learning environment.
3. Inform parents/guardians and campers when a field trip is scheduled, certain clothing should be brought or worn to camp, and when campers need to bring a specific personal belonging from home.
4. Enforce and follow camp rules and guidelines.
5. Provide appropriate discipline according to the Youth Discipline Policy. Inform camp supervisor and/or parent/guardian of disciplinary actions taken.
6. Provide bathroom, rest and water breaks throughout the camp day as needed.
7. Administer basic first aid treatment and contact emergency personnel when the need arises. Contact parent/guardian or emergency contact if camper is ill or has been injured.
8. Verify when a child has been signed in or out by their parent/guardian. Request proper identification from a person picking up a child from camp if person is not familiar to camp staff.
9. HAVE FUN! Be a positive role model for the campers. Provide campers with a memorable camp experience.

## **Camper Responsibilities**

1. Abide by rules and guidelines established by the summer day camp.
2. Leave electronic devices, iPods, jewelry, and other valuable personal items at home.
3. Take all belongings home at the end of the day.
4. Listen to all instructions given by camp staff and abide by them.
5. Let staff know when you are hurt or don't feel well.
6. Bring proper items for each field trip.
7. Participate in all activities.
8. Stay with your assigned camp staff or group.

9. Respect other camper's property and feelings.
10. Have a GREAT time and lots of FUN!

### **Parent/Guardian Responsibilities**

1. Accurately complete and submit the "School Age Care Information Sheet" Form and all other necessary forms.
2. Pick up campers no later than the indicated closing time for each camp program (for most this is 6 p.m.) If late, a \$20 fee, per child, will be charged for each 15 minute interval that you are late and will be due by the next day (prior to your child attending).
3. Pay all camp fees (if applicable) by the posted deadlines.
4. Inform camp staff of any medical or behavioral problem (i.e. Autism, ADD/ADHD, physical limitations, etc.) your child may have, and complete a "Special Programs and Inclusion Skills Inventory" for your child.
5. Inform staff if your child will not be attending camp, will be late arriving to camp, and/or will be picked up early from camp.
6. Inform staff if a visitor (social worker, mentor, etc.) will be visiting your child during camp or if another individual will be picking your child up from camp. Inform those individuals authorized to visit and/or pick up your child to have proper identification upon arriving at camp.
7. Inform camp staff if your child is feeling ill or experiencing difficulty of any kind in the camp setting. Keep your child home if the child has a fever, child has a contagious disease or has experienced any of signs of illnesses listed in the Health and Medical section in the last 24 hours. Inform staff if your child is sensitive to air quality and the ozone forecasts, and/or has other sensitivities or allergies.
8. Inform camp staff if you will be unavailable during the day in case of emergencies and provide an alternate contact.
9. Assure your child is properly dressed, has a lunch, swim suit, towel, or any other items as may be required and that all belongings are properly marked with the child's name.
10. Enter the summer day camp site and sign your child in/out at the beginning and end of each camp day. Provide camp staff with written authorization when your child is to go home with anyone else.

11. Give input and feedback to the camp supervisor/staff; insure that you complete a Summer Day Camp program evaluation.
12. Meet with DPR staff if your child is experiencing difficulty at camp and work with us to create and implement an appropriate plan.

# Durham Parks and Recreation provides opportunities for our community to Play More!



[www.dprplaymore.org](http://www.dprplaymore.org)

919-560-4355